

CFL Registration Attachment – 501C Document Upload

This functionality provides user to upload the 501C registration documents provided by IRS. Users can additionally provide other documentation such as certifications, collaborations, mission statements, etc. This function provides facility to upload attachments in .jpeg, .jpg, .rtf, .doc, .docx, .pdf, .gif, .png, .txt, .xls or .xlsx format.

When a user selects Educational non profit radio button a link to upload 501C registration document will appear. Once the user provides the 501C number, selecting the link will open a new window for “Upload 501C Registration Documents”.

Computers For Learning - Registration Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Computers For Learning - Registration Page

https://cfipractice.fas.gsa.gov/cfisys/cfregn/

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Registration Screen for Schools and Educational Nonprofit

Fields marked with an asterisk * are required.

Submit **Back** **Help**

Type of Educational Organization * ☐ Schools (Pre-K to 12th grade) ☒ Educational Non-profit

Enter 501C Number (Eg:12-3456789) [Upload 501C Registration documents](#)

Information about the Person Getting the Access Code

First Name * Middle Initial Last Name *

Title or Position *

Phone Number * - - Extension

Email Address *

Confirm Email Address *

School or Educational Nonprofit Organization Information

School/Organization Name *

Address *

City *

State * Zipcode * -

County *

Approving Official Information

First Name * Middle Initial Last Name *

Title or Position *

Phone Number * - - Extension

When the user does not provide a 501C number then the following error message will appear.

The screenshot shows a web browser window titled "Computers For Learning - Registration Page - Mozilla Firefox". The address bar shows the URL "https://cfpractice.fas.gsa.gov/cfsys/cfregn/". The page header includes "Computers For Learning" and "U.S. General Services Administration". The main heading is "Registration Screen for Schools and Educational Nonprofit". A red arrow points to a white error message box that says "Please enter all 9 digits of 501C Number. Example: 12-3456789". The form contains several sections: "Type of Educational Organization" (with a dropdown menu), "Information about the Person Getting the Access Code" (with fields for First Name, Title or Position, Phone Number, Email Address, and Confirm Email Address), "School or Educational Nonprofit Organization Information" (with fields for School/Organization Name, Address, City, State, Zipcode, and County), and "Approving Official Information" (with fields for First Name, Middle Initial, Last Name, Title or Position, Phone Number, Fax Number, and Email Address). The "501C Number" field is highlighted in red.

Computers For Learning - Registration Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Computers For Learning - All Items by Co... GSA/Access@ - Main Menu (INTLW/MNU) Computers For Learning - Registration Pa... +

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Registration Screen for Schools and Educational Nonprofit

Fields marked with an asterisk * are required.

Back Help

Type of Educational Organization *
Enter 501C Number (Eg: 12-3456789) Please enter all 9 digits of 501C Number. Example: 12-3456789

Information about the Person Getting the Access Code

First Name *
Title or Position *
Phone Number *
Email Address *
Confirm Email Address *

School or Educational Nonprofit Organization Information

School/Organization Name *
Address *
City *
State *
Zipcode *
County *

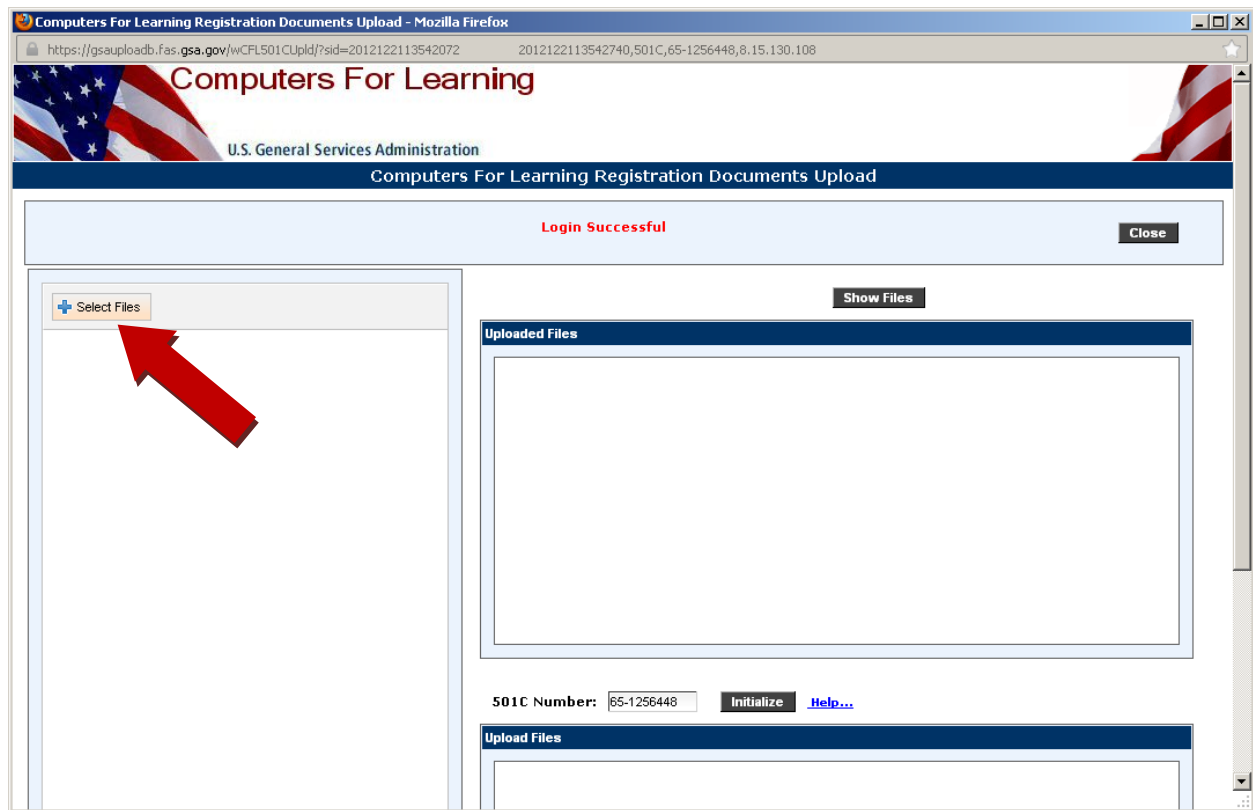
Approving Official Information

First Name *
Title or Position *
Phone Number *
Fax Number *
Email Address *

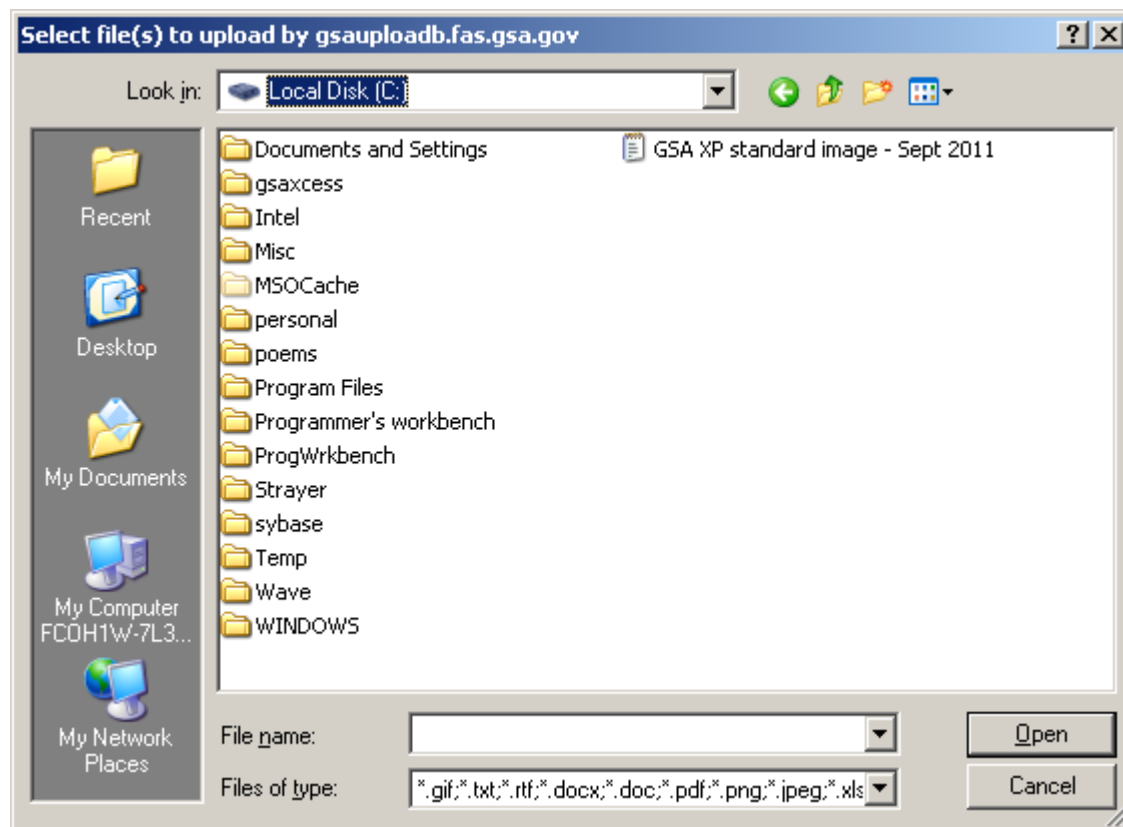
Middle Initial *
Extension *

Last Name *
Last Name *

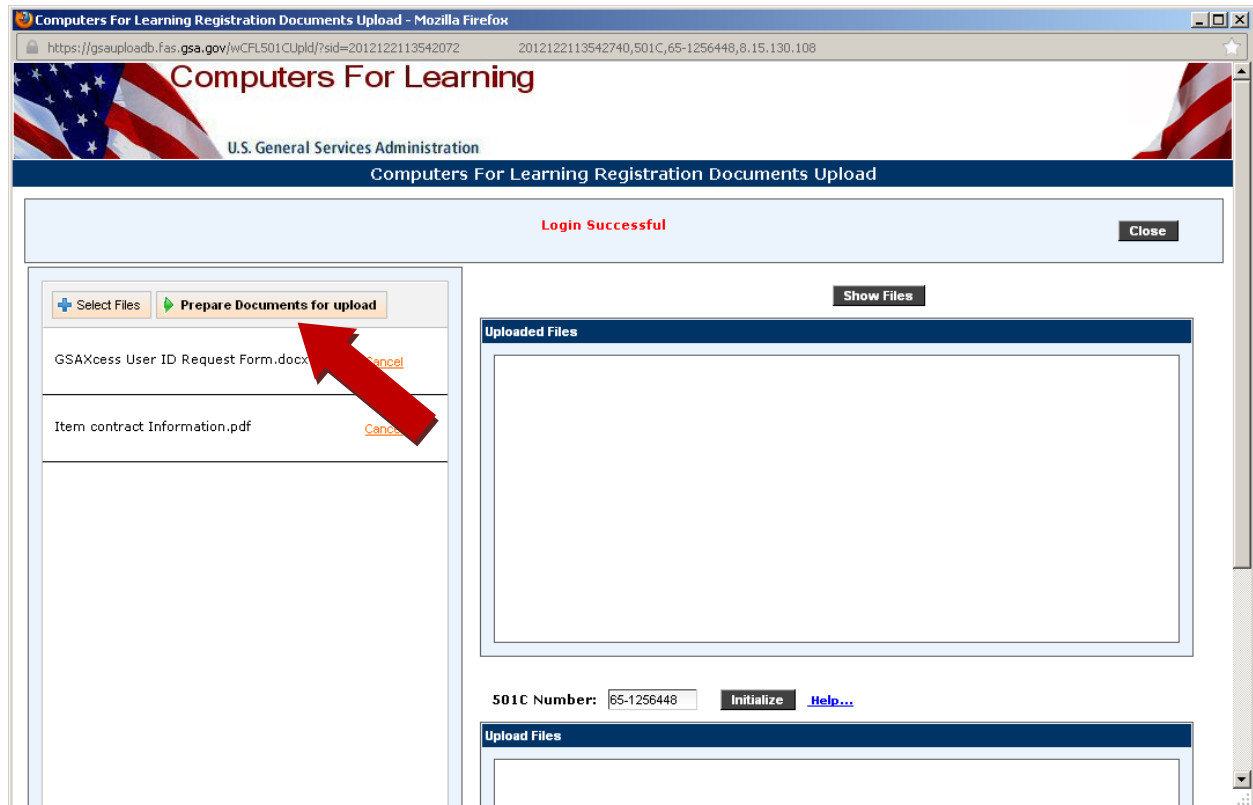
Selecting the upload 501C Registraion document link will open a new window as shown below.



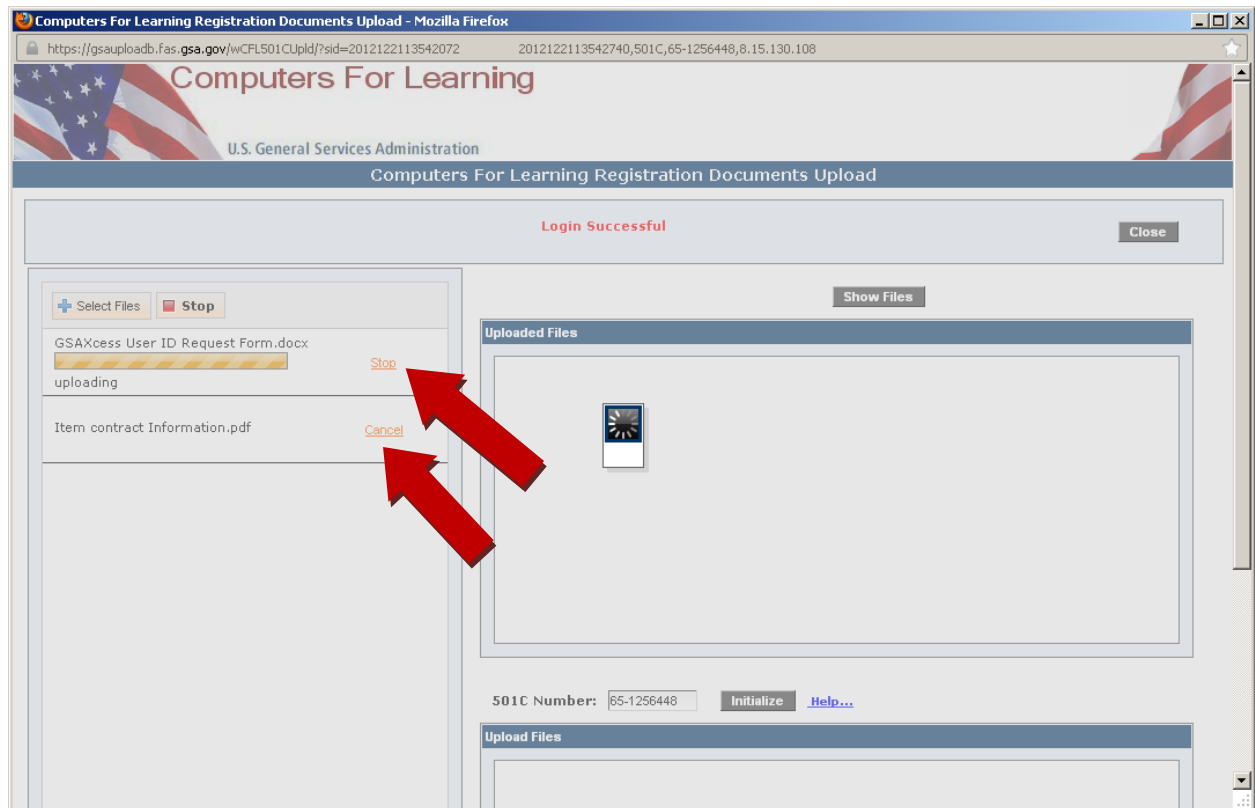
Start by clicking the “Select Files” option on the left of the screen which opens a file selector window shown below. On the File selector window, browse through folders and select the documents to upload.



The selected documents are shown in the left panel on the document Upload screen. The larger the documents the longer the system takes to upload. When the files are listed, a new button named “Prepare Documents for Upload” is displayed on the screen, which is next to the “Select Files” button.



Clicking the “Prepare Documents for Upload” will start uploading all selected documents as shown below. Depending on the size of the file this may take a minute. To cancel any files from being uploaded click on “Stop” or “Cancel” next to each document.



The selected documents will appear on the right panel of the window as shown below.

Computers For Learning Registration Documents Upload - Mozilla Firefox

https://gsauploadb.fas.gsa.gov/wCFL501CUpld/?sid=2012122109513699 2012122109514274,501C,23-6958789,8.15.130.108

Select Files

Show Files

Uploaded Files

501C Number: 23-6958789 Upload Initialize Help...

Upload Files

Selected file	Select file name	Selected files for upload
Item information 1.doc	<input type="text"/> ▾	
GSA Xcess User ID Request Form.docx	<input type="text"/> ▾	
Item contract Information.pdf	<input type="text"/> ▾	

The next step is to categorize the selected document. Using the drop down menu select the type of file from the available selection of (1) 501C Registration (2) Certification (3) Collaboration (4) Mission (5) Other_1 or (6) Other_2.

Computers For Learning Registration Documents Upload - Mozilla Firefox

https://gsauploadb.fas.gsa.gov/wcFL501CUpld/?sid=2012122109513699 2012122109514274,501C,23-6958789,8.15.130.108

[+ Select Files](#)

[Show Files](#)

Uploaded Files

501C Number: 23-6958789

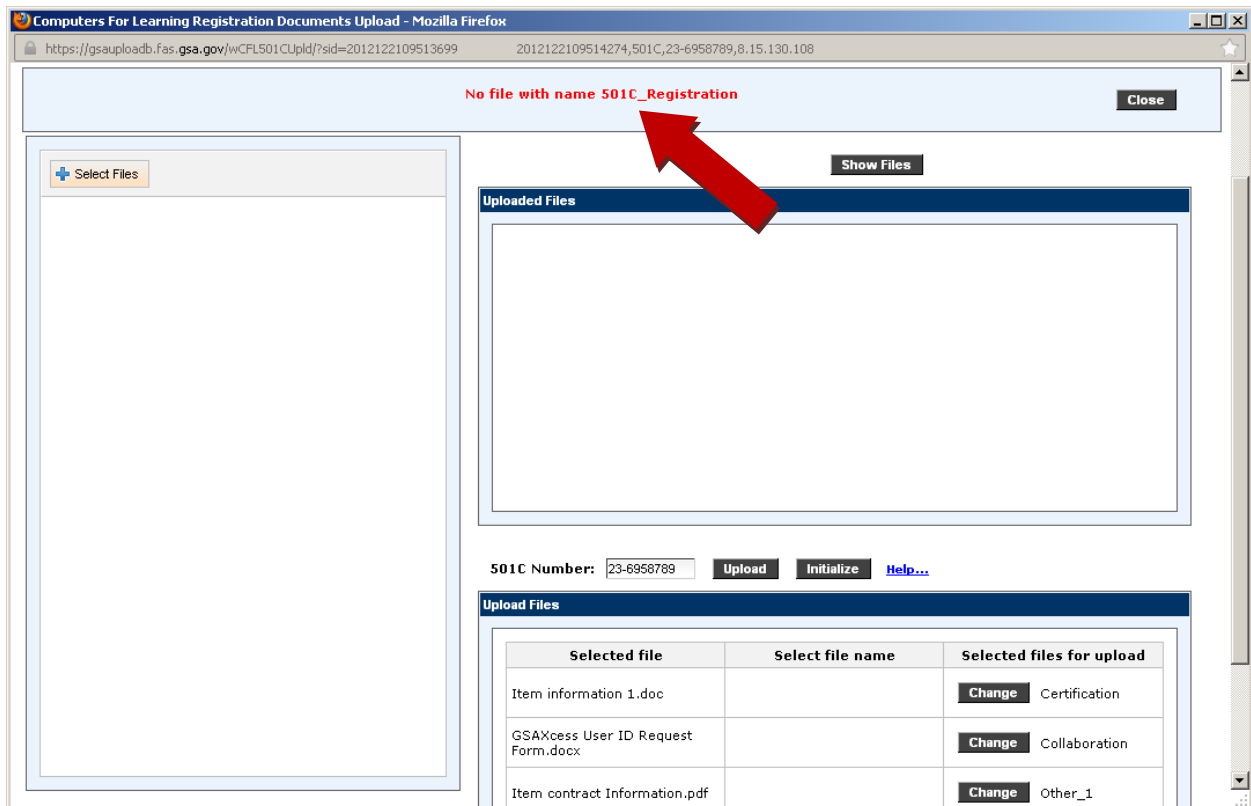
501C_Registration
Certification
Collaboration
Mission
Other_1
Other_2

Upload Files

Selected file	Upload Files
Item information 1.doc	
GSAXcess User ID Request Form.docx	
Item contract Information.pdf	

Selected files for upload

Every registration has to have at minimum a 501C Registration document. If the user does not upload a 501 C registration document then they will get the following error message.



The screenshot shows a web browser window titled "Computers For Learning Registration Documents Upload - Mozilla Firefox". The address bar displays the URL: <https://gsauploadb.fas.gsa.gov/wCFL501CUpld/?sid=2012122109513699>. The page content includes a blue header bar with the error message "No file with name 501C_Registration" in red text, accompanied by a "Close" button. Below this, there is a "Select Files" button on the left and a "Show Files" button on the right. The "Uploaded Files" section is empty. At the bottom, there is a "501C Number:" field with the value "23-6958789", followed by "Upload", "Initialize", and "Help..." buttons. Below this is another "Upload Files" section containing a table with three columns: "Selected file", "Select file name", and "Selected files for upload".

Selected file	Select file name	Selected files for upload
Item information 1.doc		Change Certification
GSAxcess User ID Request Form.docx		Change Collaboration
Item contract Information.pdf		Change Other_1

Once each document is categorized, the selected category is shown in the “Selected File Name” column. User can also change the category by clicking on “Change” button. When the user is satisfied with the categorization they can click on “Upload” button to start document upload. To start new upload user can click on “Initialize” to clear the previously uploaded documents.

Computers For Learning Registration Documents Upload - Mozilla Firefox

https://gsauploadb.fas.gsa.gov/wcFL501CUpld/?sid=2012122109513699 2012122109514274,501C,23-6958789,8.15.130.108

501C Number: 23-6958789 Upload Initialize Up...

Upload Files

Selected file	Selected file name	Selected files for upload
Item information 1.doc		Change Certification
GSAXcess User ID Request Form.docx		Change 501C_Registration
Item contract Information.pdf		Change Other_1

Once the files are uploaded the below screen will be shown. User can see the message that the documents are successfully uploaded. To delete any of the uploaded document select "Delete" check box and click on delete button. To view uploaded document click on the file name directly. User can not delete 501C registration document. However user can upload another document to replace the existing 501C document.

Computers For Learning Registration Documents Upload - Mozilla Firefox

https://gsauploadb.fas.gsa.gov/wCFL501CUpld/?sid=2012122113542072 2012122113542740,501C,65-1256448,8.15.130.108

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Computers For Learning Registration Documents Upload

501C # 65-1256448 - Successfully Received Document(s) [Close](#)

[+ Select Files](#)

[Show Files](#) [Delete](#)

File Name	Delete
65-1256448_501C_REGISTRATION.PDF	<input type="checkbox"/>
65-1256448_CERTIFICATION.DOCX	<input type="checkbox"/>
65-1256448_MISSION.DOCX	<input type="checkbox"/>
65-1256448_OTHER_1.PDF	<input type="checkbox"/>
65-1256448_OTHER_2.DOC	<input type="checkbox"/>

501C Number: [Initialize](#) [Help...](#)

Upload Files

For existing users when they login they will get a pop up message. Users can not move further without uploading a 501C document.

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https://cfipractice.fas.gsa.gov/cfipractice/cflog/

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Update School/Educational Nonprofit Registration Information

Fields marked with an asterisk * are required.

You must upload 501C registration document before login

OK Cancel

Type of Educational Organization *
Enter 501C Number (Eg: 1234567890)

Information about the Person Getting the Access Code

User ID Requestor's First Name * CARROLL Middle Initial Last Name * BARRACK

Title or Position * Supervisor

Phone Number * 804 - 443 - 0541 Extension

Email Address * CFBARRACK1@VERIZON.NET

Confirm Email Address * CFBARRACK1@VERIZON.NET

School or Educational Nonprofit Organization Information

School/Organization Name * US COAST GUARD AUXILLARY FLOTILLA 3-10

Address * 135 LAWRENCE PLACE

City * TAPPAHANNOCK

State * VA Zipcode * 22560 - 0000

County * ESSEX

Transferring data from cfipractice.fas.gsa.gov...

Click on the link as shown below and upload the document.

Computers For Learning - Registration Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Computers For Learning - Registration Page

https://cfpractice.fas.gsa.gov/cf/sys/cf/pwd/

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Update School/Educational Nonprofit Registration Information

Fields marked with an asterisk * are required.

You must upload 501C registration document before login

[Submit](#) [Cancel](#)

User Id : CLA038

Type of Educational Organization * ☐ Schools (Pre-K to 12th grade) ☒ Educational Non-profit

Enter 501C Number (Eg:12-3456789) 52-1500576 [Upload 501C Registration documents](#)

Information about the Person Getting the Access Code

User ID Requestor's First Name * CARROLL Middle Initial F Last Name * BARRACK

Title or Position * Supervisor

Phone Number * 804 - 443 - 0541 Extension

Email Address * CFBARRACK1@VERIZON.NET

Confirm Email Address * CFBARRACK1@VERIZON.NET

School or Educational Nonprofit Organization Information

School/Organization Name * US COAST GUARD AUXILIARY FLOTILLA 3-10

Address * 135 LAWRENCE PLACE

City * TAPPAHANNOCK

State * VA Zipcode * 22560 - 0000

County * ESSEX

To exit out of the window click on “Close Window” button as shown below.

